

Description

The Internal Professional Renewal Leave Program provides the opportunity for professional revitalization or professional development through an assignment to an alternate Laboratory organization.

Eligibility

To be eligible for PRL the candidate must:

- Be a regular full-time exempt employee,
- Have made outstanding contributions to Laboratory efforts, and
- Have a workable plan of research or other activity that is relevant to a Laboratory program and to the candidate's expertise.

The full-time position costs associated with the Internal Professional Renewal Leave may be borne equally by the employee's organization and the host organization, or the costs may be negotiated by the candidate's home organization and the host organization.

Length of Leave

The Internal PRL shall not exceed 12 months.

Contact: Yolanda Sanchez, HR-S Staffing Services Group, 665-2430, MS P219

How to Apply

Application forms are available from HR-S Staffing Services Group.

The necessary approvals for the Internal Professional Renewal Leave (PRL) are the cognizant Host/Home Group Leader and Host/Home Division Director with the concurrence of the HR-S Staffing Group Leader. HR-S Staffing Services Group coordinates the final details of the leave and furnishes the employee with needed information.

Laboratory policy for the Professional Renewal Leave Program (PRL) can be found in [am412](#) of the [Policy Manual](#).

**Internal
Professional Renewal Leave (PRL) Program
Application**

(Please type)

1. Name _____ Group _____ Division _____

Z# _____ Phone _____ MS _____

Indicate dates of continuous, regular, full-time employment at the Laboratory.

2. List the Host Organization where the work/research will be conducted. Who will be administratively responsible for you while on Internal PRL?

3. State the specific dates for the Internal PRL.

4. State description of work/research to be performed during the Internal PRL.

5. State the immediate and long-range benefits expected to accrue to a specific Laboratory program.

6. State the professional benefit that the leave is expected to bring to you.

Applicant's Signature

Date

Home Group Leader

7. What is the planned work assignment when the participant returns back to his/her organization?

Home Organization Approval :

Group Leader

Division Director

Host Organization Approval:

Group Leader

Division Director